

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 36-116**

11 JULY 2001

Personnel

**AFIT QUARTERLY/ANNUAL AWARDS RECOGNITION
PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This instruction establishes policy, responsibilities, and procedures for initiating and implementing the AFIT Quarterly/Annual Awards Recognition Program within the Air Force Institute of Technology.

This instruction is affected by the Privacy Act of 1974. All personal data required to be collected, used, or disseminated by this Instruction must be safeguarded in accordance with AFI 33-332, *Air Force Privacy Act Program*.

SUMMARY OF REVISION

This document has been substantially revised and must be completely reviewed.

1. Policy. Efficiency and economy of government operations must continue to be a primary objective of each individual. It is management's responsibility to encourage greater quality, efficiency, and productivity by recognizing superior work and special acts or services accomplished by our people. This awards program is administered by AFIT/CCF and applies to all active duty airmen (Amn), noncommissioned officers (NCO), senior noncommissioned officers (SNCO), company grade officers (CGO), and civilians assigned to AFIT.

2. Eligibility. Any CGO (regardless of branch of service), SNCO, NCO, Amn, or GS/WG civilian assigned to AFIT is eligible for nomination to the AFIT Quarterly/Annual program.

3. Period. The period for the quarterly programs are: 1 January through 31 March; 1 April through 30 June; 1 July through 30 September; 1 October through 31 December. The period for the annual program is 1 January through 31 December.

4. Award Categories. The award categories are as follows:

- 4.1. Airman of the Quarter/Year: E-1 through E-4
- 4.2. NCO of the Quarter/Year: E-5 and E-6
- 4.3. SNCO of the Quarter/Year: E-7 through E-9
- 4.4. CGO of the Quarter/Year: O-1 through O-3
- 4.5. Civilian of the Quarter/Year: GS/WG-1 through 6
- 4.6. Civilian of the Quarter/Year: GS/WG-7 through 11
- 4.7. Civilian of the Quarter/Year: GS/WG-12 and above

Note: Personnel compete in the category in which they held a grade for the longest period of time during the nomination period.

5. Responsibilities.

5.1. Deans and Directors.

5.1.1. Nominate eligible personnel to AFIT/CCF and ensure availability of military nominees to meet AFIT selection boards. Total score is calculated by adding the interview and package scores. Military personnel who are TDY, on quarters, or emergency leave (during the board) will be given a score that is the average of those who have been interviewed. Military members on ordinary leave will not be eligible to compete.

5.1.2. Comply with nomination criteria identified in attachments 1 through 3 of this instruction when submitting a nomination for quarterly or annual award.

5.1.3. Ensure supervisors are aware of the awards program and deserving personnel are nominated for recognition.

5.2. AFIT/CCF

5.2.1. Monitor and serve as the focal point for the quarterly and annual awards programs. Ensure publicity for AFIT awards programs.

- 5.2.2. Ensure each nomination received meets the guidelines established in this instruction.
- 5.2.3. Establish board-convening dates based on Team Wright-Patterson awards program. Publish these dates on an annual basis as an attachment to this instruction.
- 5.2.4. Request board members from any two-letter to create selection boards.
- 5.2.5. Collect nominations, set up packages, and brief all board members on process.
- 5.2.6. Reserve two locations to hold interview boards. One location will be used for the discussion and selection of the civilian nominees followed by the CGO interviews. The second location will be used for the enlisted board interviews.
- 5.2.7. Contact member and supervisor advising them of date, time, and place of board.
- 5.2.8. Upon final board results, prepare minutes for signature of the AFIT squadron commander and commandant. Maintain file copy of minutes for historical records.
- 5.2.9. Provide selectees with information to get picture taken for recognition board. Place picture on recognition board until next quarter.
- 5.2.10. Procure engraved plaques/trophies and assist with presentations at Commandant's Call.

6. Procedures.

- 6.1. All nominations must be submitted through the respective two-letter to the AFIT/CCF. Schools/directorates cannot nominate more than one assigned person for each category for quarterly nominations. Schools/directorates may nominate up to two personnel in the military categories for the annual awards program. The board may choose separate nominees in each annual military category for submission to the Team Wright-Patt and the Air University and 12 Outstanding Airmen of the Year boards. Civilians annual awards compete at Air University only.
- 6.2. Quarterly nominations for all categories will be done using plain bond paper with the applicable format and headings per attachments 1, 2, and 3 of this instruction. The justifications should be written in bullet format and not exceed one page for military and two pages for civilians.
- 6.3. Annual nominations for civilians will be done in the same format as the quarterly nominations. Annual nominations for military nominees must be done on AF Form 1206 per ASC Instruction 36-2802. Annual nominees need not be a previous quarterly winner, but must have been assigned to AFIT at least 6 months or more during the 12-month period.

6.4. Nominations will only contain facts and achievements that occurred during nomination period.

7. Selection Board.

7.1. Board makeup.

7.1.1 The quarterly civilian board will consist of one O-5, or senior O-4, as president of the board, two O-4s and two civilians, GS-12 and above.

7.1.2. The quarterly CGO board will consist of one O-5, or senior O-4, as president of the board, and two O-4s. (These officers will be the same ones that make up the civilian board.)

7.1.3. The quarterly enlisted board will consist of an SNCO as president of the board. The NCO board will require two more senior NCOs and the Airman board will require one NCO and one senior NCO. A board recorder will be assigned to meet board nominees and provide them with direction for successful reporting to the board. The recorder will act as the liaison between nominees and the board president.

7.2. Board process.

7.2.1. Copies of award nominations, score sheets, and interview schedule will be provided to all board members at least one day prior to the board. Board members will evaluate each nominee and or nomination in a fair and equitable manner.

7.2.2. Board members will forward three opinionated questions to the board president two days prior to the board convening. Once the board convenes, the board president will provide the members with the approved questions to be asked per para 7.3.5. Questions should be military-related.

7.2.3. The civilian and CGO board members will score and discuss the civilian nominations to determine the AFIT selectee for each of the three civilian categories.

7.2.4. The enlisted board will discuss any questions on the written nominations and begin with the Airman, NCO, and SNCO board interviews.

7.2.5. All nominees (military boards) will be asked two specific and opinionated questions from each board member. These questions should be objective and designed to allow the nominee an opportunity to talk about the subject to evaluate communication skills rather than knowledge of the subject.

7.2.6. Board members will evaluate nominees based on the criteria shown in attachments 1, 2, and 3 of this instruction.

7.2.7. After all nominees have met the board, the board members discuss, based on scoring criteria, any major differences. All board members are voting members and the board president will resolve any differences between board members.

7.2.8. Upon conclusion of the boards, the board president will present to the First Sergeant the board's final selections. All written nominations, score sheets, and notes must be returned to the First Sergeant upon completion of the board.

7.2.9. AFIT military selectees will compete in the Team Wright-Patterson quarterly awards program. Supervisors will submit to the First Sergeant an AF Form 1206 by the suspense date set in attachment 4. AF Form 1206s must comply with ASC Instruction 36-2802.

7.2.10. The annual AFIT competition will be conducted by a single board and only award nomination packages will be reviewed. This will ensure the strongest packages are forwarded to AU and AETC for next-level annual competition. The AFIT annual military selectees will meet a mock board set up by the First Sergeant to prepare for Team Wright-Patterson annual interview boards. The AFIT annual records board will be of the same makeup as the quarterly boards.

8. Awards and Honors.

8.1. After notification of their selection, the selectees' names and pictures will be posted on the "AFIT's Finest" board in the lobby of Bldg 642 until the next quarter.

8.2. Award winners will receive their awards at the next Commandant's Call.

8.3. Award winners will receive a plaque and a certificate of commendation. In addition, military selectees will receive a three-day pass.

THOMAS S. KELSO, Colonel, USAF
Commandant
Air Force Institute of Technology

Attachments:

1. Nomination Format Requirements for Enlisted Awards
2. Nomination Format Requirements for Officer Awards
3. Format for Civilian of the Quarter
4. Suspenses for Quarterly and Annual Awards

Attachment 1**NOMINATION FORMAT REQUIREMENTS FOR ENLISTED AWARDS**

NOMINATION FOR AFIT AIRMAN OF THE QUARTER
THIRD QUARTER 2001
ACCOMPLISHMENTS OF SENIOR AIRMAN JANE DOE

SrA Jane Doe

AFIT/CEA

Supervisor: MSgt John Buck

Duty phone: 5-6565 x 4347

Leadership and Job Performance in Primary Duty 40 points:

Leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the period of nomination.

Significant Self-Improvement 20 points:

Show improvement through on and/or off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc., during the period of nomination.

Base/Community Involvement 20 points:

Must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status during the nomination period.

The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade during the nomination period.

Note: *Nominations for AFIT quarterly awards will be submitted on plain bond paper limited to one page. Nominations for AFIT Annual awards will be on AF Form 1206 and limited to two single-spaced pages. Page margins should be .5" using 11 or 12-point font size. All nominations must be in bullet format and should include specific facts and examples showing the individual is exceptional with achievements that distinguish the nominee from his/her peers. Bullets should explain the action (what did he/she do) results (what happened because of what he/she did) and impact (what was the impact on office, school, directorate, AFIT, base, etc.).*

Attachment 2

NOMINATION FORMAT REQUIREMENTS FOR OFFICER AWARDS

NOMINATION FOR AFIT COMPANY GRADE OFFICER OF THE QUARTER
THIRD QUARTER 2001
ACCOMPLISHMENTS OF LIEUTENANT JANE DOE

1Lt Jane Doe

AFIT/CEA

Supervisor: Major John Buck

Duty phone: 5-6565 x 4347

Leadership and Job Performance in Primary Duty 40 points:

Leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the period of nomination.

Significant Self-Improvement 20 points:

Show improvement through on and/or off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc., during the period of nomination.

Base/Community Involvement 20 points:

Must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status during the nomination period.

The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade during the nomination period.

Note: *Nominations for AFIT quarterly awards will be submitted on plain bond paper limited to one page. Nominations for AFIT Annual awards will be on AF Form 1206 limited to two single-spaced pages. Page margins should be .5" using 11 or 12-point font size. All nomination must be in bullet format and should include specific facts and examples showing the individual is exceptional with achievements that distinguish the nominee from his/her peers. Bullets should explain the action (what did he/she do) results (what happened because of what he/she did) and impact (what was the impact on office, school, directorate, AFIT, base, etc.).*

Attachment 3**NOMINATION FORMAT REQUIREMENTS FOR CIVILIAN AWARDS**

(Example for GS/WG-1-6, GS/WG-7-11, and GS/WG-12 and Above)

NOMINATION FOR AFIT CIVILIAN OF THE QUARTER, GS-xx
FIRST QUARTER 2001
ACCOMPLISHMENTS OF MS. JANE DOE

Ms. Jane Doe, GS-11

AFIT/CEA

Supervisor: Major John Buck

Duty Phone: 5-6565 x 4347

Contributions to Improve Work Center Operations/Special Act (55 points):

Include the employee's significant achievements, that displayed initiative, perseverance, devotion to duty, improvements to methods or procedures, eliminating or minimizing safety hazards, increased productivity, saved time, money or resources, and improved customer service.

Other Noteworthy Achievements (15 points):

Include other comments not covered in the above subject area.

Participation in Community Activities (15 points):

Include the degree of involvement the employee is involved with the community

Development (15 points):

Include all self-development activities employee completed or participated in

Note: Nominations for AFIT quarterly and annual awards will be submitted on plain bond paper limited to **two** single-spaced pages. Use bullet format (may use sub-bullets also). Page margins should be **1" using 12-point font size**. To improve the opportunity of your nominee, it is recommended that the write-up be professional in appearance, contain "reader-friendly" information about the nominee's accomplishments, and clearly describe only those accomplishments attributable to the nominee within the specified period. Each achievement category noted above must be identified and addressed. Candidates that reflect solid achievements in each category are the most competitive.

Attachment 4**SUSPENSES FOR QUARTERLY AND ANNUAL AWARDS**

Nominations are due to AFIT/CCF. Board dates for AFIT and Team Wright-Patt will take place as follows:

SUSPENSES FOR QUARTER AWARDS 2001

Qtr	Due to AFIT CCF	AFIT Boards	1206 to CCF	to Base	Base Board
1 Jan-31 Mar	4 Apr	6 Apr	16 Apr	17 Apr	23 to 27 Apr
1 Apr-30 Jun	9 Jul	11 Jul	16 Jul	17 Jul	23 to 27 Jul
1 Jul-30 Sep	8 Oct	11 Oct	15 Oct	16 Oct	22 to 26 Oct
1 Oct-31 Dec	7 Jan 02	10 Jan 02	14 Jan 02	15 Jan 02	21 to 25 Jan 02